



GERMAN CHAMBER
of Commerce in China • South & Southwest
中国德国商会 • 华南及大西南地区



CCI FRANCE CHINE
中国法国工商会

Operating Instructions for HR Legal Documents

人力资源法律文书操作指导

Learning Objective 学习目标

To help enterprises to improve systemically the ability and level of making HR legal documents.
帮助企业系统性的提高制定人力资源法律文件的能力和水平。

Course Content 课程内容

- Staff management
- Functions and cautions of paperwork management
- Categories of general paperwork and forms
- Agreements management:
 - Ten cautions of labour contract signing
 - Making skills for several common paper works
- Regulation management:
 - Three effects of regulations
 - Three conditions of regulations validation
 - The main content of rules and regulations
 - Specific applications of rules and regulations
- 员工管理
- 文职工作的职能
- 文职工作的分类与相应表格
- 合同管理:
 - 签署合约的十个陷阱
 - 几类常见文书的制作技巧
- 规章管理:
 - 规章制度的三大效用
 - 规章生效的三大条件
 - 规章制度的主要内容
 - 规章制度的具体应用

Target Group 参加对象

HR manager and legal department officer
人力资源经理，人力资源法律文件制定者

Schedule 时间

09:00-12:00, 23 April Guangzhou; 24 April 2015 Shenzhen
09:00-12:00, 2015 年 4 月 23 日广州；4 月 24 日深圳

Location 地点

CCIFC Offices

Training Language 语言

Chinese 中文



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The German Chamber Network

Trainer 培训师

Mr. Fanxin ZENG

- The co-operator of Da Cheng Law Offices, lawyer, vice director of Shenzhen branch company
- Working for 11 years, holding the official qualifications of human resources management and advanced enterprise (legal) risk control.
- His leading team is “specializing the study of Labor Law, focusing on civil and commercial case”, perseveres in philosophy of “interactive service” based on the customer’s perspectives and suggestions for adjustment service, following the development path of “team working and self-motivation”.
- They rely on the top resources provided from Da Cheng Law Offices and its leading law service management system, sustain providing accurate, timely, professional and comprehensive law solutions for high-end customers.

Training Fee 费用

GCC member: RMB 950/seat 会员: 950 人民币

Nonmember: RMB 1,300/seat 非会员: 1,300 人民币

Including lecture, course materials 含会务费、资料费